

**EPA**United States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-003



Other



Amendment Number:

Contract Number

EP-W-08-054

Contract Period

Aug 1, 2008- July 31, 2013

Title of Work Assignment/SF Site Name

ICS Courses & Exercises

Base

Option Period Number 2 Award 1

Contractor

TTNUS

Specify Section and Paragraph of Contract SOW

Part B

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 08/01/11 To 07/31/13

Comments: The purpose of this action is to initiate a work assignment for Award Period 1. The contractor shall write a work plan and cost estimate for the activities detailed in the attached Statement of Work for the Award term period. Due to limitation of funds the work assignment ceiling is set at \$100,000.00 and 750 hours LOE. The contractor is not authorized to exceed these Work assignment ceilings. All other terms and conditions remain unchanged and in full force and effect.



Superfund

Accounting and Appropriations Data



Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO

(Max 2)

22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

This Action:

\$100,000.00

750 hours

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name JoAnn Eskelsen

(Signature)

7-18-2011

(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Project Officer Name

JoAnn Eskelsen

(Signature)

7-18-2011

(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Other Agency Official Name

(Signature)

7-18-2011

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name

Claudia Armstrong

(Signature)

7/22/11

(Date)

Branch/Mail Code:

Phone Number: (202) 564-6679

FAX Number: (202) 565-2558

Statement of Work

Contract EP-W-08-054

Environmental Response Training Program (ERTP) Contract, full & open

Award Period 1, August 1, 2011 – July 31, 2013

Work Assignment 1-003, ICS Courses & Exercises

Purpose /Background

The purpose of this WA is to aid U.S. EPA in meeting the Core NAR requirements for readiness, and provide practical experience in response management processes by training and exercising EPA and its response partners in the many aspects of the Incident Command System (ICS). This is to be done by delivering, or assisting EPA in the delivery of 10 ISC course offerings, and to provide administrative support to EPA taught ICS courses. The dates and locations of the deliveries will be determined by the Project Officer, in coordination with EPA Regional training coordinators, and EPA Regional NIMS Integration Team (NIT) members.

1.0 Task to be performed

Under this work assignment, the Contractor shall be prepared to present EPA's current list of ICS courses (Exhibit 1 of Performance Work Statement) and Incident Management Team (IMT) functional exercises. A course offering is considering any ICS course that the contractor teaches in full, or in part with EPA instructors, as well as conducting IMT exercises. Course presentations include the following activities: provision of equipment, materials, and supplies, personnel travel, equipment shipment, and liaison with regional or state training contacts.

In Accordance with the Performance Work Statement Part B the contractor shall be responsible for the following:

- developing a course schedule for Project Officer approval
- student registration
- schedule of instructors
- presentation of training courses
- improvements to course materials
- maintain course files
- acquiring and maintaining equipment
- issuing student certificates

The contractor shall also be prepared to provide administrative support for any ISC courses that will be entirely taught by EPA instructors. These courses will include ICS 300, ICS 400, ICS 339 and any Key Leadership Position (KLP) course. Administrative support for courses that will be taught entirely by EPA instructors shall include the following:

- developing a schedule in conjunction with the regional contact

- student registration
- delivery of training material to the regional contact for the course
- maintain course files
- issuing student certificates

Updates to the Finance Section Chief, Resource Unit Leader, and Operations Section Chief courses shall be completed in conjunction with the respective EPA NIMS Integration Team (NIT) member by fall 2011. EPA is currently revising the guidance material for the Environmental Unit Leader position, once this is done the materials for this course shall be changed to reflect the EPA changes.

Improvements to course materials and presentations, as well as development of materials for new ICS courses may be requested by the work Assignment manager, JoAnn Eskelsen, through the issuance of written Technical direction.

2.0 Deliverables

An end of course summary with course statistics shall be prepared and delivered electronically at the conclusion of each course and/or exercise.

A draft after action report shall be prepared and delivered electronically at the conclusion of each IMT functional exercise. The report will be finalized by the respective region.

3.0 Period of Performance

The Period of Performance is the duration of the first award fee period. (08/01/2011 to 07/31/2013)

4.0 Government Furnished Property

The Contractor shall utilize available EPA equipment provided and shall provide all personnel, and additional equipment and supplies necessary to complete this work assignment. There is no specific list of government furnished property for these courses and exercises.

5.0 Points of Contact

Ms. Claudia Armstrong
1200 Pennsylvania Avenue, NW
MC: 3805R
Washington, DC 20460
P-202-564-6679
F- 202-565-2558
Armstrong.Claudia@EPA.gov

**EPA**United States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

WA 1-003

☐ Other ☐ Amendment Number:Contract Number
EP-W-08-054Contract Period 08/01/2008 to 07/31/2013
Base Option Period Number 2 Award 1Title of Work Assignment/SF Site Name
ICS Courses & ExercisesContractor
Tetra Tech NUS, INC.Specify Section and Paragraph of Contract SOW
Part BPurpose: ☐ Work Assignment ☐ Work Assignment Close-Out
☐ Work Assignment Amendment ☐ Incremental Funding
☒ Work Plan Approval

Period of Performance

From 08/01/11 To 07/31/13

Comments: The purpose of this action is to approve the contractor's work plan dated Aug 1, 2011 for an LOE/cost not to exceed 2827 hours/\$364,540.00. Due to limitation of funds the initial ceiling for LOE/costs is set at 750 hours/\$100,000.00. all other terms and conditions remain unchanged

☒ Superfund

Accounting and Appropriations Data

☐ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2) 22

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: Cost/Fee: LOE:

This Action: \$100,000.00 750 hours

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 08/01/11 Cost/Fee: \$364,540.00 LOE: 2,827

Cumulative Approved: Cost/Fee: \$364,540.00 LOE: 2,827

Work Assignment Manager Name JoAnn Eskelsen

(Signature)

8/2/2011
(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Project Officer Name JoAnn Eskelsen

(Signature)

8/2/2011
(Date)

Branch/Mail Code:

Phone Number: (702) 784-8006

FAX Number: (702) 784-8001

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Claudia Armstrong

(Signature)

8/10/11
(Date)

Branch/Mail Code:

Phone Number: (202) 564-6679

FAX Number: (202) 565-2558

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-003

☐ Other ☒ Amendment Number:
000001

Contract Number

EP-W-08-054

Contract Period 08/01/2008 To 07/31/2013

Base Option Period Number 1

Title of Work Assignment/SF Site Name

ICS

Contractor

TETRA TECH NUS, INC.

Specify Section and paragraph of Contract SOW

Part B

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 08/01/2011 To 07/31/2013

Comments:

The purpose of this action is to increase the funding /LOE ceiling from \$100,000 and 750 hours to \$200,000 and 1,500 hours. All other terms and conditions remain unchanged.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

08/01/2008 To 07/31/2013

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Joann Eskelsen

Branch/Mail Code:

Phone Number 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Project Officer Name Joann Eskelsen

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Claudia Armstrong

Branch/Mail Code:

Phone Number: 202-564-6679

FAX Number: 202-565-2557

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-003

☐ Other ☒ Amendment Number:

000002

Contract Number

EP-W-08-054

Contract Period 08/01/2008 To 07/31/2013

Base Option Period Number 1

Title of Work Assignment/SF Site Name

ICS courses & Exercises

Contractor

TETRA TECH NUS, INC.

Specify Section and paragraph of Contract SOW

Part B

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 08/01/2011 To 07/31/2013

Comments:

The purpose of this action is to increase the funding/LOE ceiling from \$200,000 and 1500 hours to \$275,000 and 2,250 hours. All other terms and conditions remain unchanged.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2)☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

LOE:

08/01/2008 To 07/31/2013

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Joann Eskelsen

Branch/Mail Code:

Phone Number 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Project Officer Name Joann Eskelsen

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Claudia Armstrong

Branch/Mail Code:

Phone Number: 202-564-6679

FAX Number: 202-565-2557

(Signature)

(Date)

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-003

☐ Other ☒ Amendment Number:
000003Contract Number
EP-W-08-054

Contract Period 08/01/2008 To 07/31/2013

Title of Work Assignment/SF Site Name

Base Option Period Number 1

ICS Courses and Exercises

Contractor
TETRA TECH, INC.Specify Section and paragraph of Contract SOW
Part BPurpose: ☐ Work Assignment
☒ Work Assignment Amendment
☐ Work Plan Approval☐ Work Assignment Close-Out
☐ Incremental Funding

Period of Performance

From 08/01/2011 To 07/31/2013

Comments:

The purpose of this action is to increase the funding/LOE ceiling from \$275,000 and 2,250 hours to \$350,000 and 2,800 hours. All other terms and conditions remain unchanged.

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

SFO
(Max 2) ☐

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 08/01/2008 To 07/31/2013 Cost/Fee: LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Joann Eskelsen

Branch/Mail Code:

Phone Number 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Project Officer Name Joann Eskelsen

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Claudia Armstrong

Branch/Mail Code:

Phone Number: 202-564-6679

FAX Number: 202-565-2557

(Signature)

(Date)

Statement of Work

Contract EP-W-08-054

Environmental Response Training Program (ERTP) Contract, full & open

Award Period 1, August 1, 2011 – July 31, 2013

Work Assignment 1-003, ICS Courses & Exercises

Amendment 4

May 24, 2012

Changes to the scope of work based on this amendment are in bold type

Purpose /Background

The purpose of this WA is to aid U.S. EPA in meeting the Core NAR requirements for readiness, and provide practical experience in response management processes by training and exercising EPA and its response partners in the many aspects of the Incident Command System (ICS). This is to be done by delivering, or assisting EPA in the delivery of **15 additional course offerings for a total of 25** ISC course offerings, and to provide administrative support to EPA taught ICS courses. The dates and locations of the deliveries will be determined by the Project Officer, in coordination with EPA Regional training coordinators, and EPA Regional NIMS Integration Team (NIT) members.

1.0 Task to be performed

Under this work assignment, the Contractor shall be prepared to present EPA's current list of ICS courses (Exhibit 1 of Performance Work Statement) and Incident Management Team (IMT) functional exercises. A course offering is considering any ICS course that the contractor teaches in full, or in part with EPA instructors, as well as conducting IMT exercises. Course presentations include the following activities: provision of equipment, materials, and supplies, personnel travel, equipment shipment, and liaison with regional or state training contacts.

In Accordance with the Performance Work Statement Part B the contractor shall be responsible for the following:

- developing a course schedule for Project Officer approval
- student registration
- schedule of instructors
- presentation of training courses
- improvements to course materials
- maintain course files
- acquiring and maintaining equipment
- issuing student certificates

The contractor shall also be prepared to provide administrative support for any ISC courses that will be entirely taught by EPA instructors. These courses will include ICS 300, ICS 400, ICS 339 and any Key Leadership Position (KLP) course. Administrative support for courses that will be taught entirely by EPA instructors shall include the following:

- developing a schedule in conjunction with the regional contact
- student registration
- delivery of training material to the regional contact for the course
- maintain course files
- issuing student certificates

Updates to the Finance Section Chief, Resource Unit Leader, and Operations Section Chief courses shall be completed in conjunction with the respective EPA NIMS Integration Team (NIT) member by fall 2011. EPA is currently revising the guidance material for the Environmental Unit Leader position, once this is done the materials for this course shall be changed to reflect the EPA changes.

Updates to the Public Information Officer, Logistics Section Chief, and Liaison Officer courses shall be completed in conjunction with the respective EPA NIMS Integration Team (NIT) member by fall 2012.

Improvements to course materials and presentations, as well as development of materials for new ICS courses may be requested by the work Assignment manager, JoAnn Eskelsen, through the issuance of written Technical direction.

2.0 Deliverables

An end of course summary with course statistics shall be prepared and delivered electronically at the conclusion of each course and/or exercise.

A draft after action report shall be prepared and delivered electronically at the conclusion of each IMT functional exercise. The report will be finalized by the respective region.

3.0 Period of Performance

The Period of Performance is the duration of the first award fee period. (08/01/2011 to 07/31/2013) **The period of Performance for this amendment is from the effective date of approval to the end of the first award fee period (07/31-2013)**

4.0 Government Furnished Property

The Contractor shall utilize available EPA equipment provided and shall provide all personnel, and additional equipment and supplies necessary to complete this work assignment. There is no specific list of government furnished property for these courses and exercises.

5.0 Points of Contact

Ms. Claudia Armstrong
1200 Pennsylvania Avenue, NW
MC: 3805R
Washington, DC 20460
P-202-564-6679
F- 202-565-2558
Armstrong.Claudia@EPA.gov

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

1-003

☐ Other ☒ Amendment Number:
000005

Contract Number

EP-W-08-054

Contract Period 08/01/2008 To 07/31/2013

Base

Option Period Number 1

Title of Work Assignment/SF Site Name

ICS Courses & Exercises

Contractor

TETRA TECH, INC.

Specify Section and paragraph of Contract SOW

Part B

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☒

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 08/01/2011 To 07/31/2013

Comments:

The purpose of this action is to increase the funding/LOE ceiling from \$600,000 and 4,500 hours to \$750,000 and 6,000 hours. All other terms and conditions remain unchanged.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

08/01/2008 To 07/31/2013

Cost/Fee:

LOE: 7,285

This Action:

0

Total:

7,285

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Joann Eskelsen

Branch/Mail Code:

Phone Number 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Project Officer Name Joann Eskelsen

Branch/Mail Code:

Phone Number: 702-784-8006

FAX Number: 702-784-8001

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Claudia Armstrong

Branch/Mail Code:

Phone Number: 202-564-6679

FAX Number: 202-565-2557

(Signature)

(Date)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 1-003 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000006								
Contract Number EP-W-08-054	Contract Period 08/01/2008 To 07/31/2013 Base Option Period Number 1	Title of Work Assignment/SF Site Name ICS courses and Exercises								
Contractor TETRA TECH, INC.		Specify Section and paragraph of Contract SOW Part B								
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 08/01/2011 To 07/31/2013								
Comments: The purpose of this action is to increase the funding/LOE ceiling from \$750,000 and 6,000 hours to \$872,760 and 7,285 hours. All other terms and conditions remain unchanged.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A. SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE						
08/01/2008 To 07/31/2013										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:		Cost/Fee:		LOE						
Cumulative Approved:		Cost/Fee:		LOE						
Work Assignment Manager Name Joann Eskelsen _____ (Signature) (Date)								Branch/Mail Code: Phone Number 702-784-8006 FAX Number: 702-784-8001		
Project Officer Name Joann Eskelsen _____ (Signature) (Date)								Branch/Mail Code: Phone Number: 702-784-8006 FAX Number: 702-784-8001		
Other Agency Official Name _____ (Signature) (Date)								Branch/Mail Code: Phone Number: FAX Number:		
Contracting Official Name Claudia Armstrong _____ (Signature) (Date)								Branch/Mail Code: Phone Number: 202-564-6679 FAX Number: 202-565-2557		